

# FP Attachments Quick Guide

Last Updated 9/28/2020



Need help? Email [erasupport@princeton.edu](mailto:erasupport@princeton.edu)

There are many places to upload attachments in the Princeton ERA funding proposal record. Where attachments are uploaded depends on whether or not you are using system-to-system (S2S) for submission. If you are not using s2s, where to upload scientific/research attachments also depends on whether or not you are using the multi-prong approach.

Princeton ERA		
SmartForm, Module, or Activity	Not s2s	s2s
FP Personnel SmartForm	<ul style="list-style-type: none"> <li>Biosketch*</li> <li>C&amp;P/Other Support*</li> </ul>	<ul style="list-style-type: none"> <li>Biosketch*</li> <li>C&amp;P/Other Support*</li> </ul>
FP Submission Information SmartForm	<ul style="list-style-type: none"> <li>RFP</li> <li>Scientific/Research Elements (<i>when not using multi-prong approach</i>)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
Budget Attachments SmartForm	<ul style="list-style-type: none"> <li>Budget Justification</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
SF424 Subaward Import SmartForm	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>SF424 Subaward Budget</li> </ul>
Subaward Budget Attachments SmartForm	<ul style="list-style-type: none"> <li>Subrecipient Statement of Collaborative Intent**</li> </ul>	<ul style="list-style-type: none"> <li>Subrecipient Statement of Collaborative Intent**</li> </ul>
Cost Share Attachments SmartForm	<ul style="list-style-type: none"> <li>Cost Share Budget Form</li> </ul>	<ul style="list-style-type: none"> <li>Cost Share Budget Form</li> </ul>
Add Attachments Activity	<ul style="list-style-type: none"> <li>Scientific/Research Elements (<i>when using multi-prong approach</i>)</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
SF424 Module	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Budget Justification</li> <li>Scientific/Research Elements</li> </ul>

\*Only if required by the RFP

\*\* This form will prompt you to attach additional required subaward documentation such as the SOW, Budget, Budget Justification and Classification form. Each subaward document should be uploaded individually and named according to the naming convention [here](#).